

# PARENT HANDBOOK

2013-2014



Lyons Township  
HIGH SCHOOL

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### **RESIDENCY AND STUDENT DATA INFORMATION**

All students must verify residency in the LT school district before they register for the 2013-2014 school year. In order to avoid long delays at Processing, submit photocopies of qualifying documents to the Main Offices by August 1st.

Documents may be dropped off or mailed to:

North Campus  
LTHS Residency Verification  
100 South Brainard Avenue  
LaGrange, IL 60525  
Questions: (708) 579-6300

South Campus  
LTHS Residency Verification  
4900 South Willow Springs Road  
Western Springs, IL 60558  
Questions: (708) 579-6500

A state or federal government issued photo ID (driver's license, state ID) with current address is required along with **one** document from Category A and **two** documents from Category B. A total of three pieces of documentation is required.

#### **Category A**

- Recent Real Estate Tax Bill
- Lease (signed & showing date of occupancy along with cancelled security deposit check, rent receipt and landlord's telephone number)
- Closing Statement (signed) if home purchased within last 12 months
- Mortgage Statement/Payment Book (less than 30 days old)
- Bill of Sale (if purchased within the last 12 months)
- Military Housing Letter

#### **Category B**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Homeowners/Renters Insurance</li> <li>• Photo I.D. from Foreign Consulate</li> <li>• Letter from a Federal/State Agency (less than 30 days old)</li> <li>• Utility Bill (less than 30 days old)</li> <li>• Public Aid Card (less than 30 days old)</li> </ul> | <ul style="list-style-type: none"> <li>• Bank Statement (less than 30 days old)</li> <li>• Paycheck Stub (less than 30 days old)</li> <li>• Auto Registration</li> <li>• Cable Bill (less than 30 days old)</li> <li>• Home Phone Bill (less than 30 days old)</li> </ul> |
|--|---|

# PROCESSING SCHEDULE

## SUMMER 2013

### FRESHMEN & JUNIORS – THURSDAY, AUGUST 8<sup>TH</sup>

|     |   |     |       |   |         |      |   |      |       |   |          |
|-----|---|-----|-------|---|---------|------|---|------|-------|---|----------|
| A   | - | BL  | 8:00  | - | 8:30 am | KRI  | - | MAN  | NOON  | - | 12:30 pm |
| BO  | - | CA  | 8:30  | - | 9:00    | MAR  | - | MOR  | 12:30 | - | 1:00     |
| CE  | - | CZ  | 9:00  | - | 9:30    | MOS  | - | O    | 1:00  | - | 1:30     |
| D'  | - | EG  | 9:30  | - | 10:00   | PA   | - | RAM  | 1:30  | - | 2:00     |
| EL  | - | GAR | 10:00 | - | 10:30   | RAN  | - | SCHN | 2:00  | - | 2:30     |
| GAS | - | HA  | 10:30 | - | 11:00   | SCHO | - | STE  | 2:30  | - | 3:00     |
| HE  | - | JA  | 11:00 | - | 11:30   | STI  | - | V    | 3:00  | - | 3:30     |
| JE  | - | KRE | 11:30 | - | NOON    | W    | - | Z    | 3:30  | - | 4:00     |

### SOPHOMORES & SENIORS – FRIDAY, AUGUST 9<sup>TH</sup>

|    |   |    |       |   |         |     |   |     |       |   |          |
|----|---|----|-------|---|---------|-----|---|-----|-------|---|----------|
| A  | - | BO | 8:00  | - | 8:30 am | ME  | - | MY  | NOON  | - | 12:30 pm |
| BR | - | CO | 8:30  | - | 9:00    | N   | - | PA  | 12:30 | - | 1:00     |
| CR | - | E  | 9:00  | - | 9:30    | PE  | - | RID | 1:00  | - | 1:30     |
| F  | - | GI | 9:30  | - | 10:00   | RIE | - | SE  | 1:30  | - | 2:00     |
| GL | - | HI | 10:00 | - | 10:30   | SH  | - | ST  | 2:00  | - | 2:30     |
| HO | - | KI | 10:30 | - | 11:00   | SU  | - | VI  | 2:30  | - | 3:00     |
| KL | - | LO | 11:00 | - | 11:30   | VL  | - | WI  | 3:00  | - | 3:30     |
| LU | - | MC | 11:30 | - | NOON    | WO  | - | Z   | 3:30  | - | 4:00     |

### MONDAY, AUGUST 12<sup>TH</sup>

NOON – 7:30 PM

ALL STUDENTS - ALL GRADES

### LATE PROCESSING – TUESDAY, AUGUST 13<sup>TH</sup>

10:00 AM – NOON

ALL STUDENT – ALL GRADES

## **PROCESSING INFORMATION**

### **LT is Going Green**

The following forms are available on our website, [www.lths.net](http://www.lths.net), as well as in the Main Office at either campus. Click on the link for Processing Forms to access. Duplicates of forms mailed home are also at this link.

**Athletic Eligibility**  
**LION Subscription**  
**Technology/Network (AUP) Agreement**  
**Tylenol Permission Form**

**Boosters Pridewalk Order Form**  
**Medication Form**  
**Herbicide Notification Form**  
**Confirmation of Residency Form**

Please arrive at Processing at your assigned time listed on the schedule. Students **will not** be allowed to register without the Student Census Verification Report and Proof of Residency on file or completed at the time of Processing.

### **Processing stations include:**

|   |   |                                      |
|---|---|--------------------------------------|
| Confirmation of Residency                     | Schedules                                   | Boosters                             |
| ID Distribution                               | Parent Teacher Council                      | PE Uniform Distribution              |
| Bus Route Distribution                        | PE Lock Distribution                        | Locker Assignment                    |
| Counselor Schedule Checks                     | Publications                                | Corral Sign-Up                       |
| Tylenol Forms                                 | Student Information Forms                   | Lunch Prepayment                     |
| Herbicide Forms                               | Technology/Network (AUP) Form               | Textbook Distribution                |
| Yearbook Photos* (9th-11th)                   | Calculator Distribution                     | PTC Calendar & Directory             |
| Student Handbook Distribution                 |   |                                      |
| T-Shirt Distribution ( <i>Freshmen ONLY</i> ) | Testing Information ( <i>Juniors ONLY</i> ) | Cap and Gown ( <i>Seniors ONLY</i> ) |

\*Students are to dress in accordance with LTHS Dress Code while attending Processing as yearbook photos will be taken at this time. Students who are not properly dressed according to the LTHS Dress Code Policy will not be allowed to sit for yearbook photos. See Student Handbook for more information.

\*Senior portraits should have been taken over the summer. For additional information regarding senior portrait, please contact HR Imaging/Root Studios at 800-433-1766.

### **Processing Fees**

| Mandatory Fees   |               | Optional Fees   |          |
|--|---------------|---|----------|
| Textbook Rental Fee  | \$75.00       | Publication<br>(Tab, Lion and Menagerie)                    | \$38.00  |
| Student Support Fee  | \$25.00       | Corral Membership   | \$15.00  |
| Consumables<br>(Paperback books,<br>workbooks, supplies for classes)   | \$25-\$175.00 | LTHS PTC (Parent/Teacher Council)<br>Directory and Calendar | \$20.00  |
|  |               | Additional Copies   | \$10.00  |
| PE Lock<br>(Sophomores, juniors, and seniors may re-use the LT locks.) | \$5.50/ea     | LTHS Boosters Club<br>Annual Membership                     | \$10.00  |
|  |               | Lifetime Membership   | \$30.00  |
| Gym Shirts S-2XL   | \$2.70        | Woods Class   | \$45.00  |
| Gym Shorts S-2XL   | \$6.50        | Material Fees   |          |
|  |               | TI-84+ Calculator   | \$100.00 |
|  |               | Drivers Education   | \$150.00 |

### **Payment**

Full payment by credit card (Visa, MC or Discover only), cash or check made payable to LTHS is expected at Processing. Students who have outstanding textbook or fee debts must settle their accounts before they will be allowed to complete the enrollment process at their scheduled time. If you have previously written an "NSF" check with LTHS, payment must be in cash or credit card. A \$20.00 fee will be added to any checks returned "NSF." **Students who may qualify for financial assistance should contact the Assistant Principals' Office prior to Processing.** A receipt will be issued for all purchases. Please check your receipt

for accuracy and maintain the receipt in your records. Returns and exchanges can be made at the bookstore when school opens.

### **Student Support Fee**

Technology support, supplies and equipment usage, participation in any LT club or activity, free admission to most athletic events, plays and concerts, other co-curricular activity's fees, duplicating services and secondary student accident insurance.

### **Medical Records**

Illinois law requires that a physical and dental examination form, together with immunization records, be filed in the nurse's office for all students new to the school. We also require a current Student Data Information Form for all students. These requirements must be met before students will be allowed to enroll.

### **Calculators**

TI-84+ calculators will be available for purchase at Processing. Calculators will also be available for purchase in the bookstores at North and South campuses during the first three weeks of the school year. The cost of the TI-84+ will be \$100.00. A TI-84+ calculator is required for students enrolled in any Prep, Accel or Honors level math course. Calculators can be purchased on the same check or credit card payment as books, lock, etc.

### **Lockers**

Before leaving the building on Processing Day, students should go to their assigned locker to be sure that it is in working order. Students may leave books in the lockers at that time. Any questions or problems with lockers should be directed to the Assistant Principal's Office immediately. Students should not share their combination with anyone. Sharing of lockers is strictly prohibited.

### **Lost Textbook Charges**

Students are responsible for rented text books. The cost of books lost or damaged will be the responsibility of the student.

### **The Corral**

The Corral has all the best a student union can offer with pool tables, video game units, foosball, ping pong, a 12' x 12' big screen television and multiple TV's for watching movies, sporting events and concerts, a stage with state-of-the-art lighting and sound, a huge floor for dances, snack bar and concessions, and a lounge area. The Corral is open after school Monday through Thursday from 3:10 – 5:00 pm, as well as some Friday nights. The Corral will be open from the beginning of the school year until the last school day in April. The annual membership is only \$15 and includes admission to the Corral during any open hours. It also includes discount admission to general events such as concerts, movie nights, game shows, student choir performances and whatever else the Corral Board can dream up. Only current members will be allowed to use the facility after school. Non-membership entry fees are a minimum of \$5.00 per event – just three trips to the Corral and the membership has paid for itself! Last year, over 60% of LT students joined the Corral. Corral activities are planned by the Corral Board. Adult community and staff members assist in the planning, as well as, operations of the Corral on the Advisory Board. The adult staff provides supervision and students operate the concession stand. All members are invited to participate on the Corral Board. For more information, contact:

*Paul Godinho*

*pgodinho@lths.net*

*708-579-7430*

### **Secondary Student Accident Insurance**

LTHS is able to provide secondary insurance to cover students who are injured during school or while involved in school-related activities. Secondary insurance is not the same as primary insurance, neither in scope or extent of coverage nor in how claims are processed. The most important reason for this insurance is to cover any student whose family, for whatever reason, lacks any medical insurance coverage. When primary insurance is available, usually through an employer of the parent or guardian, the secondary insurance can be used to cover a deductible cost, if applicable under the primary insurance policy.

Provisions under the LTHS secondary student accident insurance policy include up to \$25,000 of coverage for injuries lasting less than one year. Catastrophic injuries are covered to a maximum of \$5 million. Both short term and catastrophic forms of insurance coverage are, again, secondary to the primary medical coverage that most families have through an employer. To file claims, the policy requires actual billing statements be forwarded from medical services providers in order for a claim to be processed (primary insurance companies often communicate directly with hospitals and physicians).

The Student Accident Insurance plan is administered through Zevits-Redfield & Associates Inc. at 333 North Michigan Avenue, Suite 2711, Chicago, IL 60601. All requests for information about secondary student accident insurance are coordinated through the Business Office. For information contact:  
*Mary Ann Morici, Benefits Coordinator* *mmorici@lths.net* *708-579-6466*

### **Lunch**

Lyons Township High School provides a nutritious lunch for our students at a reasonable price. A student may also bring all or part of his/her lunch. Students are required to eat in the cafeteria, as no food or drink is allowed in the halls. Parents needing to make any special arrangements for their son's/daughter's lunches may do so through the Assistant Principals' Office. Student lunch periods are 25 minutes long.

### **Cafeteria Pre-payment Information**

Lyons Township High School offers a service for parents to prepay student meals. With a quick swipe of an ID card, your student is able to purchase breakfast or lunch without using cash. The system tracks the student's outstanding account balance, meal purchases by date, and provides information on how the prepayment account is spent. To establish a prepaid lunch account for your student, use a credit card through the online website [www.myLunchMoney.com](http://www.myLunchMoney.com) or found on the LTHS website, [www.lths.net](http://www.lths.net) or present cash at the cafeteria line or a check at the Bookstore. Additional guidelines for the program can be found in the student handbook. If your student had a balance at the end of the school year, the funds will be available to use on the first day of school. **MyLunchMoney.com will begin accepting prepayments on Wednesday, August 8, 2012.**

## **FRESHMAN INFORMATION**

### **Freshman Experience Day**

Students in the Class of 2017 are invited to attend LT's 12th annual Freshman Experience Day on Wednesday, August 14, 2013. This activity is the **first mandatory day of attendance for all freshmen**. The day includes fun games and activities planned just for freshmen. Students will have the opportunity to meet and interact with many new classmates, as well as LT teachers and administrators.

Students should arrive at LT's South Campus by 7:40am. The buses will be running on a regular schedule on this day. If your son/daughter is a bus student, he/she should be at his/her bus stop 10 minutes prior to the scheduled stop. Students should wear the Class of 2017 t-shirt they received at Processing. This shirt will serve as the ticket to the day's activities. Upon arrival at South Campus, students are to immediately go to the room assignment given on Processing Day. Guides with room assignment lists will be posted at the main entrance. At the assigned room, students will meet student and adult leaders, be provided with a folder of materials, a nametag and a schedule to guide them through the day's activities. Lunch will be provided.

### **Freshman Dance**

Freshmen are invited to a dance at SC on Wednesday, August 14<sup>th</sup> from 7-9pm to kick off the 2013-2014 school year with a "ROAR!" There is no admission fee but students are expected to bring their new LT student ID for admittance. Students do not have to wear their Class of 2017 shirt but are expected to abide by the dress code.

### **Freshman Parent/Guardian Meetings**

Parents and guardians are invited to attend small group meetings to familiarize themselves with LT. In order to facilitate an appropriate number in each group, please plan to attend according to the schedule below, if possible. If your schedule does not permit you to join us on the date suggested, please plan to be with us on another date.

Parents whose last name begins with:

|         |   |                    |
|---------|---|--------------------|
| (A – L) | Attend Monday, August 26 <sup>th</sup>  | 9:00 am – 10:30 am |
| (M – Z) | Attend Tuesday, August 27 <sup>th</sup> | 9:00 am – 10:30 am |

All meetings will begin at 9:00 am in the Performing Arts Center (PAC) located in the southwest corner of the South Campus. For parents/guardians who are unable to attend during the day, an evening session has been scheduled at 7:00 pm on Thursday, August 29<sup>th</sup> in the PAC at South Campus. The same general program will be presented at all sessions.



### **CO-CURRICULAR PROGRAM**

LT offers students a comprehensive co-curricular program. With more than 74 clubs, 17 intramural sports, and 29 IHSA interscholastic activities, there is something for everyone. Research shows that students involved in co-curricular programs do better academically, make new friends and feel more connected to school. Students involved in our co-curricular program must sign the Code of Conduct to participate. There is a Co-Curricular Fair for all incoming students on Wednesday, August 21<sup>st</sup> at 7:00 pm in the SC Fieldhouse. For a complete listing of LT's co-curricular programs, please consult the student handbook or the LT web site, [www.lths.net](http://www.lths.net). For information contact:

Athletics and Intramurals:

*John Grundke, Athletic Director*

*jgrundke@lths.net*

708-579-6393

Clubs and Activities:

*Peter Geddeis, Director of Student Activities* *pgeddeis@lths.net*

708-579-7444

### **COLLEGE INFORMATION FOR JUNIOR AND SENIOR PARENTS**

We expect that at this point you are familiar with Naviance as your student was introduced and accessed this website during group guidance sessions since the freshman year. LTHS will continue to use Family Connection from Naviance. Naviance enables our counseling office to offer a comprehensive website that you and your child can use to help in making decisions about colleges and careers. Naviance is linked to our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Naviance Family Connection will allow your child to:

- **Keep track of the process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, SAT scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Check dates for College visits** – Find out which colleges are visiting our school this fall and sign up on-line under the “Colleges” tab in Naviance. Once you have signed up for the visit, print out the confirmation and use it as your **PASS**. Student must bring signed pass with them to the College Visit.
- **Access Scholarships** – Local, regional and national scholarships are updated weekly. You may download many of the applications directly from Naviance.

Naviance also lets us share information with you and your child about up-coming meetings and events, local scholarship opportunities, and other Web resources for college and career information. In addition, the site includes a link that your child can use to send us an e-mail message. Please make sure all emails are up to date.

The Web address for Naviance Family Connection for LT is: <http://connection.naviance.com/lths>. There is also a link on the LTHS website. We have already provided your child with a personal access code and instructions for accessing Naviance Family Connection. To log into Naviance, the student should enter the e-mail and password that secured the connection when the account was created. Please keep track of this information, as the student **will need it each time he/she logs on**. If their e-mail is no longer valid or they need to have their password reset, they will need to come to the College Center in Room 148 in the fall to re-activate the account. In addition, all parents may access the site as a GUEST. THERE IS NO PASSWORD OR REGISTRATION FOR PARENTS. You must enter as a guest OR ask your student for his email address and password.

If you would like to receive parent emails through Naviance, please make sure that the email address you submit at processing is accurate as this is the one that will be uploaded to Naviance. We hope that you will find this resource helpful.

*Lianne Musser, College Coordinator*

*lmusser@lths.net*

708-579-6357



### **LTHS PARENT TEACHER COUNCIL (PTC)**

The LTHS Parent Teacher Council (PTC) meets six times each year to promote a healthy working relationship and open lines of communication between home and the school. The PTC exists to provide money and volunteers to support students, clubs, organizations, activities and events of the LT community. In 2013-2014, the PTC granted a total of \$39,500 to 22 different student organizations and clubs. In addition, they provided scholarships to four graduating seniors. All the funds were generated through the sale of school calendars and student directories.

#### *How can I join the LTHS Parent Teacher Council?*

Check out the PTC table during Processing. For your \$20 annual dues, you will receive the LT Calendar and the equally invaluable LT Directory. (Extra calendars may be purchased at processing for \$5; extra directories for \$5. After Processing, they will be \$10 each.)

#### *How can I volunteer to help?*

Complete the on-line volunteer form at Processing or at [www.lths.net](http://www.lths.net). Please note that your student's ID number will not be forwarded to any PTC volunteers. It will only be used by the LT Technology Department to access your name and phone number from the LT database.

#### *How can I find out more?*

Check us out on the LT web site. Click on "Parents" and you will see the Parent Teacher Council link. Come to any or all of our meetings throughout the year at 7:00 pm. See you at Processing!

*Amy Best, Co-President, LTHS Parent Teacher Council    [amybest@sbcglobal.net](mailto:amybest@sbcglobal.net)*  
*Erin Piotrowski, Co-President, LTHS Parent Teacher Council    [eppchicago@yahoo.com](mailto:eppchicago@yahoo.com)*

### **LTHS BOOSTERS CLUB**

The LTHS Boosters Club is a parent organization whose mission is to provide financial support for the enhancement of the student experience at Lyons Township High School. It encourages and supports ALL activities and programs that entail student involvement such as athletic teams, after school clubs, the performing arts and student government.

The LTHS Boosters Club raises most of its funds through six activities: Gold Card (August), Pancake Breakfast (Fall), Blue Card (November), Pack The Place BBQ (Winter), Restaurant Card (Spring) and Boosterwear Sales (All Year). The money raised goes directly back to the school to fund grant requests from teachers, sponsors and students. The largest portion each year is allocated to student scholarships. Last year, twenty \$1,500 scholarships were awarded to graduating seniors, bringing the total to nearly \$400,000 of scholarships awarded since the club's inception.

We are always looking for volunteers to help with these fundraisers. This is a great way to meet other parents that see the benefits of a school's extra-curricular activities in the well-being and development of students. LTHS Boosters Club meetings are held on the second Tuesday of each month at 7:00pm in Room C120 South Campus and are open to anyone. More information on the Boosters can be found on the LTHS Boosters Club website at <http://ltboosters.com/>.

However, if you're unable to offer your time to our club, please consider supporting us through a membership. There are three levels from which to choose: Blue (Annual - \$10), Gold (4-Year - \$30), and Platinum (Lifetime - \$50), all of which offer free admission to the home opening games for football and boys basketball listed below:

Varsity Football Game- Date – August 30<sup>th</sup> vs. Warren, South Campus Bennett Field  
Varsity Boys Basketball Game- Date – December 14<sup>th</sup> vs. Sandburg, North Campus Fieldhouse

You may sign up on-line or at Processing by adding the cost of membership to the book and fee bill. For information contact:

*Lou Kafkes, President*

708-246-7336

*loukafkes@yahoo.com*

### **HEALTH OFFICE INFORMATION**

#### **Administration of Emergency Care**

The school district health office will provide medical assistance to a student in an emergency situation. Medical assistance will include first aid and, if necessary, referral for immediate medical care at a hospital, clinic, or physician's office. School personnel will make every effort to contact parent/guardian or designated emergency contact person in the event of a serious accident. If it is the opinion of school personnel that the student's condition is life threatening, or requires immediate emergency care, approved first aid procedures will be done and the student will be transported by ambulance, (escorted by an administrator) for further medical care. The school district does not assume responsibility for medical bills incurred as a result of the administration of emergency care. The success of these procedures depends upon accurate information regarding student's medical history, their current physician, and how to contact parent/guardian at home and work. Parents are asked to fill out a Student Data Information Form indicating emergency contact information which provides school the necessary information needed in the event we have to reach you. Please notify the school regarding any change in emergency information during the school year. **If your child has a chronic illness or disease such as asthma, diabetes, seizures, or severe allergies please contact the nurse to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school.**

#### **Health Examinations, Immunizations, and Exclusion of Students**

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Illinois Department of Public Health. The examination shall be conducted within one year:

1. Prior to the date of entering kindergarten, fifth, and ninth grade. For students attending school programs where grade levels are not assigned, (special education or alternative schools) examinations shall be completed prior to the date of entering and within one year prior to the school year in which the child reaches the ages of 5, 10, and 15.
2. Prior to the date a student first enrolls in an Illinois school regardless of the student's grade. This includes students transferring from another state or country into Illinois.
3. Athletes are required to have a physical annually as described in IHSA/IESA rules.

**Failure to comply with the above requirements before the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the District Nurse.** All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempt from this policy's requirements on religious grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempt from the health examination or immunizations on medical grounds if a physician provides appropriate written verification of a medical contraindication.

#### **Infectious Illnesses/Communicable and Chronic Infectious Diseases**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the district's policies. Children will be excluded from school for communicable diseases as recommended by the Illinois Department of Public Health in the current publication of the Communicable Disease Guide.

We all need to do our best to stay healthy and keep our children healthy. When children come to school sick they aren't able to participate in the learning process and they expose others to their illnesses.

The following guidelines are suggested to keep our schools a healthy safe environment!

1. No child should be sent to school with a fever over 100 degrees. If they have been sick they should not return to school until they have been free of fever for 24 hours.
2. A child with diarrhea should be kept home.
3. If vomiting occurs, keep at home until they can eat and keep food down.
4. If your child has strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by your physician for 24 hours before returning to school.
5. When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than 6 days after it begins.
6. If your child complains of a sore throat and has no other symptoms, he may be well enough to go to school. If white spots are seen in the back of the throat or if fever is present, keep him home and call your doctor.

### **Medication**

It is not usually necessary for a child to take medication during the school day. However, there may be times when some students require medication in order to remain at school. The district will limit the medication it will dispense to that where failure to take prescribed medication could jeopardize the student's health and/or education. It is the sole responsibility of the parent to give medications whenever possible on a schedule of before and after school hours. Most medications that are to be taken 3 times per day do not need to be given at school. Please talk to your physician about scheduling medication to avoid school hours whenever possible. Parent help and communication is essential for the safety of children who must receive medication while at school.

1. All medications given at school, including over the counter medications must be prescribed by a physician. A **School Medication Authorization Form must be completed each school year for each medication at school.** These forms are available on the LTHS web site or from the health office at each campus. The doctor and a parent or legal guardian must sign the form.
2. Prescription medications must be brought to school in a container appropriately labeled by the physician or pharmacy showing: student's name, name of medication, dosage and schedule of administration, date, and the prescriber's name. All medications will be stored in the health office in a locked cabinet. *The school nurse or other designated school personnel shall administer all medications in the office where an administrative log will be kept.*
3. Over the counter medications must be in original containers.
4. Students are not allowed to carry any medication on their person.

The exception to this rule is per Public Act 094-0792, 5/19/2006, of the School Code, Self- Administration of medication. "A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma (an inhaler) or the use of an epinephrine auto-injector (Epi-Pen) by a pupil." An asthma inhaler and/or an Epi-pen are authorized for self-administration by the student's physician and parent on the **School Medication Authorization Form.**

5. Any change in medication dosage or administration shall have written authorization from the prescribing physician.
6. No medications will be given at school that the child has not already received at home or under the supervision of the physician.
7. All medication is to be taken to the school office at the beginning of the school day. All controlled substances must be brought in by parent/guardian.

8. No medication will be given at school if the above guidelines are not met. In addition, the school may deny the request according to, but not limited to the following criteria: Student's age, maturity level (both educationally and emotionally), type of medication and its side effects.

9. All medications will be sent home with students on **the last full day** of school unless, in the nurse's judgment, it is not wise to allow the student to transport the medicine or the parents make other arrangements with the nurse. Medication not sent home or picked up prior to the last full day of school will be disposed of.

### **Vision and Hearing**

Vision and hearing tests are administered each year according to Illinois State Public Health Mandates (Public Act 093-0504). The mandate requires hearing screenings for all students in preschool, kindergarten, 1st grade, 2nd grade, 3rd grade, and all students in special education classes. Vision screenings are required for all preschool, kindergarten, 2nd grade, 8th grade and all students in special education classes. In addition to

these students any student entering Lyons Township High School District who has not previously been tested and any student referred for a special education case study will be tested for both vision and hearing. Any student suspected by a parent or a teacher of having a vision or hearing problem may also be referred for testing. In accordance with Public Act 093-0504, parent(s)/guardian(s) will be given written notification, before the vision screening is conducted, that states, "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months." A parent or guardian may exempt a child from the mandatory testing by providing a written request to the Health Office prior to testing date. Notice of testing dates will be available from the Health Office and will be posted via online school newsletter.

### **RELEASE OF STUDENT INFORMATION – MEDIA RELEASE**

Lyons Township High School District 204 may use student names and photographs in LTHS presentations, publications, and the district Web site unless otherwise requested. Students may be interviewed, photographed or videotaped by the news media or an agent of the school district for the purpose of publicizing a school event, activity or program in District 204.

All exclusionary requests must be mailed to Lyons Township High School, 100 S. Brainard Avenue, LaGrange, IL 60525 to the attention of the Jennifer Bialobok, Community Relations Coordinator.

### **SMOKE-FREE TOBACCO FREE SCHOOLS POLICY**

As required by state and federal law, and in order to protect students, employees and visitors from an environment that may be harmful to them, it is the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all district facilities and on all school grounds.

### **PHYSICAL WELFARE GRADES 9-12**

#### **Swimming requirements and medical waiver information**

The Physical Welfare department is pleased to offer a variety of sport and fitness activities to benefit the health and wellness of students. One such activity is swimming. Swimming is a required activity for all students. Students are expected to participate daily in physical education class and be prepared for the designated activity with either the standard P.E. uniform or their swimming suit. For swimming, girls must wear a one-piece suit. In addition, students are required to purchase a heart rate monitor strap and a Physical Welfare hand book for class that will be utilized throughout the year. Those students who have a medical condition that would make swimming impossible or that would preclude them from participating in specific physical activities, should provide the Health Office with a letter from his/her physician prior to the beginning of the school year.

#### **Sophomore Health Education Class Information**

The health program at LTHS is designed to help students gain knowledge that will favorably influence attitudes and behavior. The total health program deals with the student's physical, mental, emotional and social health. It encourages critical thinking and analysis of current health issues.

Health education is a mandated state program and also a graduation requirement. The course is offered during sophomore year for one semester and one-half credit is earned. During this semester of health education, the students are not enrolled in physical education. Students will be required to purchase a student workbook and also CPR supplies including a face shield and lung bag. The grade the student receives will count toward the cumulative grade point average and honor roll status.

The course content of health education includes the following: wellness and lifestyle choices as they relate to overall quality of life; systems of the body; first aid and CPR; mental health; chronic, degenerative, communicable diseases; human sexuality; substance abuse education; environmental education and public health choices. Included in the section on the prevention and control of disease is instruction on the prevention, transmission and spread of AIDS. This instruction is mandated by the state legislature with the provision that no pupil shall be required to participate in human sexuality instruction if the parent or guardian submits a written objection.

For information contact your child's individual health teacher or:

*Joann Pyritz, Assistant Division Chair*

*jpyritz@lths.net*

708-579-6383

### **SPECIAL EDUCATION**

District 204 provides a free and appropriate public education to students through age 22 with learning, vision, hearing, language, physical and emotional disabilities. If you feel your child exhibits a disability and is in need of special education support, please contact your student's counselor. A variety of special education programs and services are available to students with disabilities in District 204, including general education classroom supports, special education classes, and psychological, social work, speech and language, vision, hearing, occupational and physical therapy services.

For information contact:

*Karen C. Brown, Director of Special Education*

*kcbrown@lths.net*

708-579-6521

### **STUDENT HANDBOOK**

Students will receive a Student Handbook during Processing. Parents are encouraged to read the handbook in conjunction with their student; it will answer many of the questions you may have about LT. Students are responsible for reading and adhering to guidelines of the information contained in the Student Handbook.

### **TEACHER INITIATED CONFERENCE**

Given 24-hour notice, students are required to attend a teacher-initiated conference. Such conferences have priority over activities, athletics and/or employment. Failure to attend a teacher-initiated conference will be considered insubordination and may result in a disciplinary consequence.

### **TESTING**

#### **PRACTICE ACT®**

**Date: April 24, 2014-Taken by: Sophomores**

The Practice ACT® is administered to the entire sophomore class to provide them with the opportunity to experience an ACT® prior to taking the actual test. Studies have proven this can increase a student's comfort level with the ACT®. In addition, students will receive their initial baseline scores and information regarding their areas of strength and weakness so that they can identify specific concepts in which they need additional preparation. Classroom teachers and ACT® Test Prep staff will use data from this practice ACT® to guide their instruction to better meet the needs of their students.

#### **PLAN®**

**Date: April 24, 2014—Taken by: Freshmen**

The PLAN® assists students in identifying academic needs and furnishes information for course scheduling. It also provides a prediction of how students will perform on the ACT®. Included with the PLAN® is a very significant World-of-Work component that counselors and parents can use to help begin important discussions regarding post high school life.



**PSAT®****Test Date—Oct. 19, 2013—Taken by: Sophomores & Juniors**

Registration Deadline—Sept. 14, 2012 at the Bookstore

The PSAT® is an optional test that provides an opportunity for students to experience an exam which is similar to the SAT®. The PSAT® score often provides a good prediction of how a student will perform on the SAT®. In addition, the PSAT®, when taken junior year, is the qualifying exam for the National Merit® Scholarship Program. Each year, some 50,000 students with the highest PSAT® scores nationwide become Commended Scholars or National Merit Scholars®. High achieving sophomores and juniors should take the PSAT®. Register for the PSAT® at the North Campus or South Campus Bookstore.

**PSAT® Test Prep Class**

All high achieving juniors are encouraged to take the PSAT® Test Prep Classes offered at LTHS at the start of the school year. The goal of these classes is to help students improve their chances of becoming Commended Scholars or National Merit Scholars® by providing them with the best opportunity to prepare for the PSAT®. Registration forms will be available at Processing and in the Testing Office, Room 45. The registration fee for the PSAT® Test Prep Class includes the cost of the class AND the fee for the actual PSAT® test. Register for the PSAT® Test Prep class in the Testing Office.

**ACT®**Register for the ACT® at [www.actstudent.org](http://www.actstudent.org)

Taken by: Juniors &amp; Seniors

**Test Dates hosted at LTHS****(Dates below subject to change by ACT®)****September 21, 2013****February 8, 2014****April 12, 2014****June 14, 2014****Registration deadline****August 23, 2013****January 10, 2014****March 7, 2014****May 9, 2014**

The ACT® consists of multiple choice tests in English, Math, Reading, and Science as well as an optional Writing Test. In addition to the free ACT® that is included as part of the PSAE in April, students may elect to take the ACT® a second time to improve their scores. Registration for the ACT® is done by the student either online at [www.actstudent.org](http://www.actstudent.org).

**ACT® Test Preparation**

LTHS encourages all ACT® test-takers to sign up for the ACT® Test Prep Class. These classes provide students with the best opportunity to become familiar with each part of the ACT®, review key concepts, learn strategies for tackling difficult questions, and practice on several recently released ACT® tests. All class sessions are taught by LTHS staff members. LTHS offers three Test Prep class options:

**ACT® Test Prep Class** sessions offered after school or in the evening in the fall, winter or spring. Classes meet twice a week for four weeks.

**ACT®/PSAE Prep Class** sessions for students with IEPs are targeted to address their particular needs and are offered after school in the winter.

**Study Hall ACT® Test Prep** sessions provided to juniors taking a second semester Study Hall. The class will meet twice a week for a total of sixteen sessions.

More information about test preparation classes will be sent to juniors in August. Register for the ACT® Test Prep class in the Testing Office.

**PSAE® Testing-required for all juniors****Date: April 23 and 24, 2014**

The Prairie State Achievement Exam (PSAE®) is a state achievement test administered to all juniors in Illinois public high schools. The PSAE® consists of an ACT® with writing component, two WorkKeys assessments (Applied Mathematics and Reading for Information) and an Illinois State Board of Education Science Assessment. The ACT® scores from the PSAE® can be reported to colleges. In addition, students may receive the Prairie State Achievement Awards in recognition of excellent performance in any of the four subject areas. Information about the PSAE® will be e-mailed home in March.

**SAT®**

While many colleges accept either an ACT® or SAT® score, there are colleges that specifically require applicants to submit an SAT® Reasoning Test score. In addition, some colleges request that applicants complete SAT® Subject Tests. The Subject Tests (formerly known as SAT II) allow students to demonstrate mastery in specific content areas such as English, Mathematics, History, Science and Foreign Language. Registration for the SAT® is done by the student online at [www.collegeboard.com](http://www.collegeboard.com)

**AP® Exams**

**Taken by: Sophomores, Juniors and Seniors**

**Registration deadline: March 7, 2014**

Students enrolled in an AP® course at LTHS may register to take the AP® Exam for that course and possibly earn college credit while still in high school. Registration is through the North Campus or South Campus Bookstore.

| <u>Session</u> | <u>Morning Session</u>           | <u>Afternoon</u>                  |
|----------------|----------------------------------|-----------------------------------|
| May 5          | Chemistry                        | Psychology                        |
| May 6:         | Computer Science A               | Art History                       |
|                | Spanish Language                 |                                   |
| May 7:         | Calculus AB                      | Chinese Language/Culture          |
|                | Calculus BC                      |                                   |
| May 8:         | English Literature & Composition | Latin                             |
| May 9:         | English Language & Composition   | Statistics                        |
|                |                                  | Studio Art (portfolios due)       |
| May 12:        | Biology                          | Physics C: Mechanics              |
|                | Music Theory                     | Physics C: E & M                  |
| May 13:        | US Government & Politics         | Comparative-Government & Politics |
|                |                                  | French Language/Culture           |
| May 14:        | German Language/Culture          | European History                  |
|                | U.S. History                     |                                   |
| May 15:        | Macroeconomics                   | Microeconomics                    |
|                |                                  | Italian Language/Culture          |
| May 16:        | Spanish Literature               |                                   |

For Testing information contact:

Katie Smith, Coordinator of Assessment and Analysis

[ksmith@lths.net](mailto:ksmith@lths.net)

708-579-6361

**TRANSPORTATION**

**BUS ROUTES: Students will receive bus routes at Processing. The bus route number will be on the student ID.**

LTHS is required to provide transportation for students living more than 1.5 miles from school.

The Lyons Township High School District 204 Board of Education also provides free bus transportation for students who reside within 1.5 miles of the student's campus if there are open seats on the nearest route to the student's home. Changes in bus routes or stops will not be made to accommodate requests. Decisions are made after the fall athletic season ends.

If you live within the 1.5 mile mark, and would like to request bus service for your student(s), please hold the Control Button (Ctrl) and [click here](#) to submit a bus request form.

Requests are on a first-come, first-serve basis.

Contact Therese Nelson, SC Associate Principal, at 708-579-6500 if you need any further assistance.



### **TRAIN SAFETY**

Railroad tracks cross through nearly every town in Lyons Township. Trains are part of every day life, yet we sometimes forget about them and underestimate their power.

**ALWAYS** cross the tracks at designated locations only;

**ALWAYS** look both ways before crossing and use extreme caution;

**NEVER** walk along the tracks. It is illegal and could result in serious injury or death;

**NEVER** cross the tracks when the gates are down or when the signal indicates that a train is coming;

Flashing lights and ringing bells mean **STOP** and wait for the train to pass.

Trains are an important part of our economy and local history. Since they will remain an ever-present part of our daily lives, we must safely co-exist with them. As we begin another school year, remember to always follow the aforementioned rules. It's a lesson that's always worth repeating.

### **STUDENT DROP-OFF PICK-UP PROCEDURES**

Safe transportation of students to and from school is a priority. Each morning and after school nearly 2,300 people arrive at or depart from either campus. Continued safe transportation can best be accomplished by following simple drop-off and pick-up procedures below. At North Campus, there is no parking, stopping, drop-off or pick-up on Cossitt in front of the school. This is enforced by local police. At South Campus, there is no drop-off or pick-up on Willow Springs Road. The South Campus U-Drive near the pool entrance (closest to Garden Market) is the drop-off location for students. The main entrance and the SOUTH lot between the library and the Corral are prohibited.

For information contact:

|   |  |
|---|--|
| <i>Therese Nelson, South Campus Associate Principal</i> | <i>Kevin Brown, North Campus Associate Principal</i> |
| <i>tnelson@lths.net</i>                                 | <i>kwbrown@lths.net</i>                              |
| 708-579-6502  | 708-579-6308   |

### **STUDENT PARKING**

Student parking is very limited and parking spaces are assigned by a lottery system. The district asks parents/guardians to evaluate their student's driver-readiness before agreeing to enter the lottery. The cost of a parking permit is \$100.00 per semester. Until the lottery assigns spots there is to be no student parking in any LT parking lot. If your student receives the privilege of parking on campus, it is the parent/guardian's responsibility to review the procedures and regulations with the student, sign the document and have the student return the signed document to the Assistant Principals' Office. Violation of any of the rules regarding student parking risks the loss of his/her parking privileges without a refund.

### **GOOD NEIGHBOR POLICY**

LT reminds all students, parents and visitors that the district maintains a "good neighbor policy" with nearby homeowners and businesses. Please obey all village signage related to parking, do not block the ingress or egress to any of the neighbor's driveways and do not litter or walk on the lawns of neighbors. At South Campus in particular, be aware that you may be towed if you park in the Garden Market. Parking there is for patrons only.

### **SUPERVISION AND SAFETY OF STUDENTS**

Once students arrive at school - whether by bus, walking, bicycling or by car - they are expected to remain on the school grounds and under school supervision. Students who leave school grounds are subject to disciplinary action. This rule is specifically designed for the safety of your student.

### **SCHOOL DAY**

All students have a ten period day, which begins at 7:45am. Our daily bell schedule is here for your convenience and is also on the back of the PTC calendar.

**LYONS TOWNSHIP HIGH SCHOOL**  
**BELL SCHEDULES**  
**2013 – 2014**

| <u>REGULAR SCHEDULE</u> |   |       | <u>PERIOD</u>       |    |   | <u>LATE START</u> |   |       |
|-------------------------|---|-------|---------------------|----|---|-------------------|---|-------|
| <b>7:40</b>             |   |       | <b>WARNING BELL</b> |    |   | <b>8:40</b>       |   |       |
| 7:45                    | - | 8:36  |                     | 1  |   | 8:45              | - | 9:25  |
| 8:42                    | - | 9:33  |                     | 2  |   | 9:31              | - | 10:11 |
| 9:39                    | - | 10:30 |                     | 3  |   | 10:17             | - | 10:57 |
| 10:36                   | - | 11:01 | L                   | 4  | L | 11:03             | - | 11:28 |
| 11:07                   | - | 11:32 | U                   | 5  | U | 11:34             | - | 11:59 |
| 11:38                   | - | 12:03 | N                   | 6  | N | 12:05             | - | 12:30 |
| 12:09                   | - | 12:34 | C                   | 7  | C | 12:36             | - | 1:01  |
| 12:40                   | - | 1:05  | H                   | 8  | H | 1:07              | - | 1:32  |
| 1:11                    | - | 2:02  |                     | 9  |   | 1:38              | - | 2:18  |
| 2:08                    | - | 2:59  |                     | 10 |   | 2:24              | - | 3:04  |

**SPECIAL COM PERIOD SCHEDULE**

|             |   |  |                     |    |   |
|-------------|---|--|---------------------|----|---|
| <b>7:40</b> |   |  | <b>WARNING BELL</b> |    |   |
| 7:45        | - | 8:36   |                     | 1  |   |
| 8:42        | - | 9:28   |                     | 2  |   |
| 9:34        | - | 10:40 (1 <sup>st</sup> 20 MINUTES - COMM PERIOD) |                     | 3  |   |
| 10:46       | - | 11:11  | L                   | 4  | L |
| 11:17       | - | 11:42  | U                   | 5  | U |
| 11:48       | - | 12:13  | N                   | 6  | N |
| 12:19       | - | 12:44  | C                   | 7  | C |
| 12:50       | - | 1:15   | H                   | 8  | H |
| 1:21        | - | 2:07   |                     | 9  |   |
| 2:13        | - | 2:59   |                     | 10 |   |

**EARLY DISMISSAL**

SCHOOL IMPROVEMENT DAYS

|               |             |   |       |
|---------------|-------------|---|-------|
| <b>Period</b> | <b>7:40</b> |   |       |
| 1             | 7:45        | - | 8:12  |
| 2             | 8:18        | - | 8:45  |
| 3             | 8:51        | - | 9:18  |
| 4-5-6         | 9:24        | - | 9:51  |
| 6-7-8         | 9:57        | - | 10:24 |
| 9             | 10:30       | - | 10:57 |
| 10            | 11:03       | - | 11:30 |

**SPECIAL SCHEDULES:** will be developed for assemblies, guidance, registration, and other programs.

## **SCHOOL CONTACTS**

### **South Campus**

|  |                     |                             |
|--|---------------------|-----------------------------|
| David Franson, Principal                       | 708-579-6505        | dfranson@lths.net           |
| Therese Nelson, Associate Principal            | 708-579-6502        | tnelson@lths.net            |
| Adam Davis, Assistant Principal (Freshman)     | 708-579-6528        | adavis@lths.net             |
| Brian Mahoney, Assistant Principal (Sophomore) | 708-579-6528        | bmahoney@lths.net           |
| Attendance Office                              | 708-579-6528        |                             |
| Health Office                                  | 708-579-6531        |                             |
| Main Office                                    | 708-579-6500        |                             |
| Guidance Office                                | 708-579-6510        |                             |
| Registrar                                      | 708-579-6510        |                             |
| Student Activities Office                      | 708-579-6543        |                             |
| Bookstore                                      | 708-579-6548        |                             |
| <b>Speak-Up Line</b>                           | <b>708-588-7326</b> | <b>speakupline@lths.net</b> |

### **North Campus**

|  |                     |                             |
|--|---------------------|-----------------------------|
| Dr. Tim Kilrea, Superintendent             | 708-579-6451        | tkilrea@lths.net            |
| David Franson, Principal                   | 708-579-6305        | dfranson@lths.net           |
| Kevin Brown, Associate Principal           | 708-579-6300        | kwbrown@lths.net            |
| Kelly Dostal, Assistant Principal (Junior) | 708-354-4700        | kdostal@lths.net            |
| Kris Costopoulos (Senior)                  | 708-354-4700        | kcostopoulos@lths.net       |
| Attendance Office                          | 708-354-4700        |                             |
| Health Office                              | 708-579-6363        |                             |
| Registrar                                  | 708-579-6346        |                             |
| Guidance Office                            | 708-579-6343        |                             |
| Testing Office                             | 708-579-6361        |                             |
| Business Office                            | 708-579-6467        |                             |
| Athletic Office                            | 708-579-6393        |                             |
| College/Career Office                      | 708-579-6355        |                             |
| Bookstore                                  | 708-579-6380        |                             |
| <b>Speak-Up Line</b>                       | <b>708-588-7326</b> | <b>speakupline@lths.net</b> |

**LT's Website: [www.lths.net](http://www.lths.net)**